

**New England Water Works Association  
Board of Directors Meeting Minutes  
July 29, 2008**

The New England Water Works Association Board of Directors held a meeting on July 19, 2008 at the Woodstock Inn, Woodstock, VT. President Jim West called the meeting to order at 10:34 a.m. Those present were: Jim West, Pat Connelly, Adam Yanulis, Chris Woodcock, Jim Marvel, Kathy Pedersen, Barbara Cook, Peter Pezanko, Pam Irwin, Ken Booth, Bruce Berger, David Kane, David Polcari, Dave Harris, and Erica Lotz non-voting and Ray Raposa Ex-officer, non-voting. Also, attending were: Ted Kenny, Kirsten King, Paul Riendeau and Iseult Kavanagh.

**Item #1 – Consent Agenda.** Bruce Berger motioned and Pam Irwin seconded the motion to accept the consent agenda including; a) minutes of the Board Director meeting of May 20, 2008, the April 30, 2008 Financial Statement and c) the recommendation to present George Allen with the State Leadership Award in Massachusetts. Motion passed unanimously.

**Item #2 - Brief Announcement and Thank you:** Chris Woodcock and Jim West said thank you to everyone for participating in the NEWWA Planning Session the past two days. The ideas will be important for the association's future and services to the members

**Item #3 – Treasurers Report.** Kathy Pedersen reported covering the May 31, 2008 Financial Statement. She said income for the month was \$366,220 and there were expenses of \$297,225. The year to date income stands at \$2,543,964 and expenses of \$2,369,308. The net income is \$174,656 and after adjusted for fund raising and Water For People the year to date balance is \$114,690.

The first draft of the June statement is showing a positive balance of approximately \$75,000.

Pat Connelly motioned and Jim Marvel second to accept the Treasurer Financial Report. Motion passed unanimously.

**Item #3A – Budget Draft Policy.** David Kane has drafted a policy for the budget procedures and it was presented for discussion and comment. No vote at this time is planned.

It was raised that we need to determine if we want this policy to include an Operating Budget, capital budget and/or investment goals/targets.

Also, results could be better implementation of our future plans. There are questions as to how this should be related or tied to the Planning cycle.

Jim West commented we are looking at change to the process to make our procedures better and simpler.

One idea is a three year capital improvement plan which will be a budget forecast of three years. This would be reviewed and updated each year with the budget.

A related question will this be too much work and/or is it possible for the incoming vice president or the other officers. Kathy offered this, should not be a big issue, where it will happen infrequently.

It was commented that this will be a road map to move forward with the actual projects and should make the process shorter. If we do this for the organization, it could result in a better plan.

A question was asked should we have in the policy a written way to take things away from the budget.

The draft has the Executive Director able to transfer between departments. It was suggested if this remains these should be a report to Board at the scheduled meetings. Board members would have the information this way to stay aware of the budget. It was mentioned that we evaluate if the Association is financially successful at year end. Other options could be a meeting or report to the treasurers, Executive Committee or full Board on quarterly dates.

Bruce Berger said he did not think the Board is giving up anything allowing this to happen. He said we would continue to get monthly financial reports and could react if needed.

It was felt the development of the budget policy should continue. It was agreed to get comments to Dave and he will send out another draft for comments after some of these questions have been answered.

There was no other comment at this time.

#### **Item #4 Old Business.**

**Item #4A - Organizational Development Committee.** Chris Woodcock reported for the committee on the comments sent from the directors and other committee members he had the following recommendations.

Safety Practice Committee there is no change suggested, since we just appointed a new chair. We will give the committee some time.

The Diversity Committee is not active. Ray offered this is one of the few committees that AWWA asked all sections to have. The committee was active, but the person left our profession and others have not been successful with this committee. This will be monitored.

It is suggested that the use of Web base technology be assigned to the Information Technology Committee.

The suggested potential of having a program with “Engineers Without Borders” should be sent to the Young Professional Committee to see if a program should be started.

The proposal of an “Asset Management Committee” or sub-committee was not accepted by the Financial Management Committee and the suggestion is to take no action at this time.

There are possibly new Ad-Hoc groups that were suggested. Member Involvement is suggested to send to the Membership Committee.

It was suggested that a Task Force could investigate utility member involvement with the goal to find suggestions to strengthen utility involvement. We need to make sure utilities take an active role sharing their ideas and keeping the association plans meeting their needs.

An Orientation package development is being lead by Jim Marvel. Jim and Ray will review the package of information.

Chris said the recommendations moving forward at this time are: Sunset the two Committee Diversity and Reciprocal Relations. Jim Marvel gave the background on the AWWA interest in having an active diversity.

Bruce Berger motioned and Pat Connelly second to accept the Organization Development Committee report including supporting the regional Relations Committee and take any action on the Diversity Committee at this time. Motion passed.

**Item #4B - NEWEA, APBA-NE and NEWWA Joint Center for Academic Research Into Water Wastewater and Stormwater Issues.** – Adam Yanulis reported he attended a meeting of representative of all three groups. The original idea was to have a group that would raise funds from the members of all three associations to fund research by college professionals and students. The idea was asked by a NEWEA college professor member.

There are a number of questions, including does this compete with association related research foundations. Utility and others would be asked for funds to support this program. There was no start date. Adam has not heard any update or follow-up meeting date.

There as no other Old Business.

**Item #5 - New Business.**

**Item 5A.** Jim Marvel requested for funding to support the Director's activity.

Jim Marvel explained some background on the issue and said the issue was included in an e-mail communication with other AWWA Section Directors. Jim explained the number of AWWA committee he has been appointed to for the section

A question within the issue is if we want to ask volunteers to get involved at this level we need to provide funding for it. AWWA does not provide funding for meetings related (held in conjunction) to the AWWA Annual Conference.

NEWWA and the members could benefit by the networking that occurs and the involvement of our director on AWWA Committees.

It was suggested that this could be looked at on case by case bases.

Kathy Pederson motioned and Pam Irwin seconded to provide in the Travel line item \$1,000 for related AWWA director's expenses and used if the funds are requested. Motion passed.

**Item #5B - Funds for AWWA Directed related to Visiting Officer .** It was explained there is an expectation/tradition to cover expenses and assist in entertainment of the AWWA visiting officer.

It was questioned if it is appropriate to ask members to assist with these expenses. In the past when a Director or officer could find a way to assist with these expenses that would be pursued.

The actions being done this year are Jim West and others have offered to pay for the Saturday dinner night and Pat Connelly has offered to cover Monday night dinners.

Barbara Cook suggested we could build in funds to cover only expenses related to the visiting officer. Ray said we do pick up two nights of the visiting officers hotel expenses and AWWA cover the other two nights and travel expenses. There was no action taken on this item for this year.

**Item 5C – Volunteer Travel Policy.** There was discussion on the impact of Travel expenses on volunteers. It was agreed the issue should be looked into.

Jim West approved an Ad-Hoc Volunteer Travel group, chaired by Kathy Pederson with David, Kane, David Polcari, Jim Marvel, David Harris and Ken Booth as members. Ray Raposa will be the staff representative.

The group will review related issues and will report by the December Board of Director's meeting.

There was no other new business.

**Item 6 – AWWA Directors Report.** Jim Marvel said there has been a number of AWWA Ad-Hoc Committees working and one of these is an AWWA and Section relations. Ray Raposa is on this committee. The three committees are reviewing all proposals for value to members.

The AWWA Board of Directors approved a new Annual Conference site locations selection that will begin in 2018. These will be a rotation of six cities; Orlando, Washington DC, Las Vegas, Sand Diego, Chicago and Denver. There are two of these cities in three regions and the conference will rotate among the three regions

Also there is an updated Policy on Conflict of Interest. It includes, no Board members should have any established financial gain while serving.

Mike Lenard the new AWWA President sees: value to members and Section relations as major goals/points.

There are four candidates running for President elect at the winter Board meeting.

AWWA has high unexpected cost to their computer system upgrade. This also has resulted in a delay for becoming live from October to February 2009. The delay has pushed the new online learning system off as well.

Jim reminded everyone that AWWA Award deadline is October 1<sup>st</sup> for numerous Awards.

Chris Woodcock motioned and Dave Polcari seconded to accept the AWWA Directors Report. Motion passed.

**Item 7 – Executive Director and Staff Reports.** Staff reports started with Ted Kenney reviewing the written Education and Training Report.

Ted stated by reporting seventy-five students are registered for the summer Operator Exam Preparation courses.

The Water Quality Symposium in May was the 10<sup>th</sup> Anniversary and we had 120 participants who enjoyed great speakers. We have received very good feedback and evaluations.

Contract training stayed busy through June. There are a few organizations beginning to inquire about fall programs.

State Training Centers are working on fall schedules. Vermont (GWWEA) and NEWWA have agreed on a schedule with an offering in October, November and December.

The New Hampshire Department of Environmental Services Contract have courses scheduled that run through June 2009.

Maine has agreed to courses that run through May 2009. The list of courses chosen was in the written report.

The contract with the State of Rhode Island ended June 30, 2008. A list of the past offerings, were provided in the written report. They are planning to issue a new request for proposals in September of this year.

Kirsten then reviewed the written report on the grants, publications and communications. A new program mentioned is to support WARN training courses where we are sub-contractor for Horsley and Witten. There will be six offerings, one in each state. We will conduct the promotion and registration.

The E-source is out and on schedule. The web newsletter every other week has a 36% open rate.

Our Web site is receiving 7,298 hits, 60% from direct traffic and 30% from search engines. The remaining 10% comes from referring sites.

The June Journal is at the printer. We are nearly back on schedule from the changes in the past year, after the retirement and bringing the word processing in-house.

The WARN web site is now live and fully populated. The New England WARN has a meeting scheduled at the NEWWA Conference in Burlington, VT.

Ray then reviewed the Administration, conference and meetings and membership portion of the report.

He passed around pictures of the Natural Scape Garden which is in bloom. The benches are the remaining item to be installed after we see the development of the plants growing some.

AWWA as mentioned by Jim Marvel has had computer software delays. We are still holding on our computer hardware upgrade until we see what options are offered by AWWA. The new Web leaning is scheduled after they complete their Association Management System software upgrade.

The Membership currently stands at 2,915 in total. These numbers are down a little as they are impacted by the increasing numbers of retirements.

Ray then shared a draft calendar of meeting dates for 2008-2009. There was concern over the council meeting possible dates. Pat Connelly is not available October 24, 2008. October 17th is a possible date. It was agreed these dates will need to be discussed again and training events considered.

The AWWA Regional meeting is October 3 and 4<sup>th</sup>. Board members were encouraged to sign up. We are the host section. It will be held at the Regency Hotel in Portland, ME.

There were no other questions.

Dave Polcari motioned and Barbara Cook seconded to accept the Executor Director and Staff report. Motion Passed.

**Item 8 – Council Report.** It was noted the Annual written reports are needed for July 1, 2007, June 30, 2008. Council Director should contact all their committees fro reports. Send copies of any reports to Ray and committee leadership change. We will propose a new updated organizational chart at the September Board Meeting.

**Item 9 – Committee Reports.**

**Item 9A - Organizational Development Committee.** Provided earlier.

9B) Mentoring Program. Erica Lotz gave a brief report. The program has had good involvement. The committee is issuing a Trivia Contest for the participants. The question relates to the profession and the Association. The answers can be found on the web Site and/or in the membership roster.

They will evaluate the program and plan for future programs.

**9C) Planning Session:** The site selection committee will take everyone's feedback into consideration for next year's location. The hotels and cost will be reviewed and considered.

There was no other business.

Bruce Berger motioned and Dave Polcari seconded to adjourn the meet at 12:41 p.m. Motion passed.

Respect

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Raymond J. Raposa". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Raymond J. Raposa,  
New England Water Works Association  
Executive Director and Corporate Clerk